

GENERAL INSTRUCTIONS FOR THE STANDARD AGREEMENT TO PROVIDE FOOD SERVICE

The attached Standard Agreement to Provide Food Service may be used when the National School Lunch Program (NSLP), School Breakfast Program (SBP) and Summer Food Service Program (SFSP) [delete if not applicable] sponsoring agency (sponsor) enters into an agreement with a food service vendor for the preparation, delivery and/or pick up of unitized meals with or without milk or juice which will be claimed for reimbursement under the NSLP/SBP/SFSP. For this purpose, a “vendor” is defined as a commercial food service vendor.

If the vending agreement is between two public agencies (i.e. a charter school and a public school district), you are allowed to use any customary form of contract or agreement used by the school district, if that form incorporates all the provisions set forth in 7 CFR 210, 215, 220, 225 and 250 of the federal regulations.

The contract must be signed by both the sponsor and the vendor, and contains the requirements outlined in the federal regulations. No deletions of clauses or items will be allowed without the approval of the Arizona Department of Education (ADE)/Health and Nutrition. Additional clauses may be added to bring the contract into conformance with applicable State or local laws governing your agency. Either the sponsor or the vendor may add additional clauses. If an alternative format is used it must at a minimum, contain all the clauses in this agreement.

The contract is valid from the date of signature for a period not to exceed one (1) year. A signed copy of the original contract must be submitted to ADE for review prior to beginning food service operations. A completed on-line application must also be approved to receive reimbursements for claims. Annual renewal periods are allowable as long as they do not exceed four (4) additional one-year extensions. You must receive prior approval for each renewal if this option is exercised. Both the sponsor and the vendor must retain the completed agreement and all amendments.

If the annual aggregate value of the food service agreement is \$32,700 or more (\$35,000 or more for Charter Schools), formal bid contracting procedures, as outlined in 7 CFR Part 210.16 and 3016.36, are required. Documentation must be on file that the contracting procedures met the requirements for fair and open competition. See the Arizona Department of Education *Child Nutrition Programs Guidance Manual*, Section 10 <http://www.ade.az.gov/health-safety/cnp/nslp/> for more information on Procurement

Charter schools should also follow the guidelines for competitive purchasing below the dollar limits required for sealed bids as outlined in the *Uniform System of Financial Records for Arizona Charter Schools* on pages VI-G-7 and 8. The current dollar limits for these bids are as follows:

- a. Schools should obtain oral price quotations from at least three (3) vendors for all purchases of at least \$5,000, but less than \$15,000.
- b. Schools should obtain written price quotations from at least three (3) vendors for all purchases of at least \$15,000, but less than \$35,000.

If you have any questions regarding the use of this agreement or need clarification of the regulatory requirements for contracting, please call Brian Walsh, contracts officer for the ADE/Health and Nutrition office at (602) 542-6208, or by email bwalsh@ade.az.gov

Mailing address: Arizona Department of Education, 1535 W. Jefferson Ave. Bin #7, Phoenix, Arizona 85007.

Section 1

The following is provided for information purposes only to determine what is a fair and reasonable cost per meal.

The following table represents the Federal Child Nutrition Programs reimbursement rates from July 1, 2003 through June 30, 2004 for free eligible only.

	Rate
Regular Breakfast Program	\$1.20
Severe Need Breakfast Program*	\$1.43
National School Lunch Program**	\$2.21 or \$2.19
Afterschool Care Snack Program	\$0.60

* Based on the lesser of the per meal cost or the reimbursement rate.

**Based on the percentage of free and reduced meals served in SY 01-02 ($\geq 60\%$ qualifies for higher rate and $< 60\%$ qualifies for lower rate)

The following table represents the average price charged pupils for a paid meal for different types of schools as of SY 01-02.

	Breakfast	Lunch
Charters	\$1.05	\$1.97
Districts	\$0.79	\$1.48
All (includes charters, districts, BIA and private schools)	\$0.90	\$1.70

Section 2

No. 2- Make sure that the notification period (hours) for increase or decreases in the number of meal orders to the vendor is the same as stipulated in section 1, no. 8.

No. 3- It is critical that the designated person be knowledgeable and informed as to their specific job responsibilities and duties.

No. 7- Note: ***Neither the Arizona Department of Education nor USDA will assume any liability for payment of the difference between the number of meals prepared, picked up by the Sponsor or delivered by the vendor and the number of meals served by the Sponsor that are eligible for reimbursement.***

Section 3

Note: *Additional clauses may be added to bring the agreement into conformance with applicable State or local laws governing your sponsoring agency. Either the sponsor or the vendor may add additional clauses.*

**STANDARD AGREEMENT TO PROVIDE FOOD SERVICE
BETWEEN A NSLP/SBP SPONSOR AND A FOOD SERVICE VENDOR**

This agreement is entered into on _____, _____ by and between
(DAY) (MONTH) (YEAR)

_____, herein after referred to as the Sponsor, and
(NAME OF AGENCY)

_____, herein after referred to as the Vendor.
(NAME OF FOOD SERVICE VENDOR)

Whereas, it is not within the capability of the sponsor to prepare specified meals under the National School Lunch Program (NSLP); School Breakfast Program (SBP); and Summer Food Service Program (SFSP) [delete if not applicable]

Whereas, the facilities and capabilities of the Vendor are adequate to prepare and deliver specified meals to the Sponsor's facility(ies); and

Whereas, the Vendor is willing to provide such services to the Sponsor on a cost reimbursement basis;

Therefore, both parties hereto agree as follows:

Section 1

The Vendor agrees to:

1. Prepare unitized meals for *delivery/pick up**, *inclusive* or *exclusive** of milk or juice for,
(*circle whether delivery or pick up, and whether inclusive or exclusive)

Food Service Sites

For the purpose of this Agreement, a Food Service Site is considered to be at the following location(s): _____

which is approved for food service by applicable health standards and authorized by the Arizona Department of Education, Child Nutrition Program Unit.

Schedule of Delivery /Pick up

The Vendor shall make deliveries of meals, by type (breakfast, lunch, snack), within the hours and on the days designated. The Vendor shall make deliveries only to the authorized Food Service Sites.

Name of Site(s)	Meals by Type	Hour of Delivery/Pick up	Days
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In accordance with the number of meals requested in writing and at the cost(s) per meal listed below:
[delete if not applicable]

breakfast \$ _____ each lunch \$ _____ each

afterschool care snack program \$ _____ each

2. Provide the sponsor, for approval, a proposed cycle menu (see attached) for the operational period, at least _____ days prior to the beginning of the period to which the menu applies, or on a weekly basis if no cycle menus are used. Any changes to the menu made after Sponsor approval must be agreed upon by the Sponsor and documented on the menu records. Menu items may be adjusted in writing by the mutual consent of both parties. However, the Vendor shall adjust the menus at the request of the Sponsor whenever the Sponsor determines certain items to be unacceptable. Such items can be determined to be unacceptable because of (1) a monotonous diet resulting from items served frequently or the similarity to other items; (2) the nutritional needs of the students; (3) susceptibility to spoilage; and (4) excessive waste resulting from unpopularity of items with students. Such adjustments shall be made at the earliest convenience of both parties, but in no instance later than one week after request except that in the case of spoilage adjustment shall be made in such a manner that the children in attendance on the day spoilage is discovered shall receive acceptable meals meeting meal requirements.
3. Assure that each meal provided to the sponsor under this agreement meets the minimum requirements as to the nutritional content as specified by the approved NSLP/SBP Meal Planning Option. This includes the Nutrition Standards set forth in CFR 210.10. Snacks will meet the NSLP snack pattern. Menu planning option being used (see attached).

Traditional Meal Pattern_____ *Assisted NuMenus_____ (Vendor plans and analysis menus)

Enhanced (Food Based) Meal Pattern_____ NuMenus_____ (Sponsor plans and analysis menus)

* Assisted NuMenus must be pre-approved by ADE/Health & Nutrition.

4. Maintain full and accurate records/production worksheets which document: (1) the menus provided to the sponsor during the term of this agreement, (2) a listing of all components of each meal, and (3) an itemization of the quantities and portion sizes of each component used to prepare said meal. The Vendor agrees to provide meal preparation documentation by using yield factors for each food item as listed in the United States Department of Agriculture (USDA) Food Buying Guide when calculating and recording the quantity of food prepared for each meal.
5. Maintain and make available recipes, nutrition facts labels, and any necessary CN labels or product specification sheets related to the menus served.
6. Maintain such cost records as invoices, receipts and/or other documentation that exhibit the purchase, or otherwise availability to the Vendor, of the meal components and quantities itemized in the meal preparation records.
7. Maintain, on a daily basis, an accurate count of the number of meals, by meal type, prepared for and delivered to/picked up by the Sponsor. Meal count documentation must include the number of meals requested by the Sponsor in writing.
8. Allow the Sponsor to increase or decrease the number of meal orders, as needed, when the request is made within _____ hours of the scheduled delivery time.

9. Present to the Sponsor an invoice accompanied by reports no later than the _____ day of each month which itemizes the previous month's delivery. The Vendor agrees to forfeit payment for meals which are not ready within one (1) hour of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in this agreement. In cases of nonperformance or noncompliance on the part of the Vendor, the Vendor shall pay the Sponsor for any excess costs the Sponsor incurs by obtaining meals from another source.
10. Provide the Sponsor with a copy of current health certifications for the food service facility in which it prepares meals for NSLP/SBP/SFSP [delete if not applicable]. The Vendor also agrees to notify the Sponsor of the results of any health inspection that is made during the duration of this Agreement. The Vendor shall maintain proper sanitation practices and health standards in conformance with all applicable State and local laws and regulations. The Vendor shall assure that wholesome ingredients are used and that all food is properly stored, prepared, packaged, and transported. In addition, any substance which the food contacts or which is used in conjunction with the food shall be so handled as to assure that it does not become contaminated.
11. Retain all required records during the agreement year, and submit to the Sponsor at the end of the agreement year. Upon request make all accounts and records pertaining to the agreement available to the certified public accountant hired by the Sponsor, representatives of the Arizona Department of Education, USDA, the US General Accounting Office, and the Office of Inspector General (OIG) for audits or administrative reviews at a reasonable time and place.
12. Not subcontract for the total meal, with or without milk, or for the assembly of the meal.
13. Accept commodities from the Sponsor. These commodities will only be used in the preparation of meals provided for the NSLP/SBP/SFSP [delete if not applicable]. A perpetual inventory record shall be maintained and submitted to the sponsor on a monthly basis. The Vendor will reduce the price of the meals by the fair market value of the commodities used in the meals. Price reductions will be itemized on the invoice. All commodities until used are the property of the Sponsor.

Section 2

The Sponsor agrees to:

1. Be responsible for informing the Vendor of its reasons for determining that a meal is unacceptable in writing within forty-eight (48) hours.
2. Provide written request no later than _____ (date and time) prior to the first day of operation an accurate number of meals to be delivered/picked up by Sponsor each day. Notify the Vendor in writing of necessary increases or decreases in the number of meal orders within _____ hours of the scheduled delivery/pick up time. Errors in meal order counts made by the Sponsor shall be the responsibility of the Sponsor.
3. Ensure that a Sponsor representative is available at each delivery/pick up site, at the specified time on each specified delivery/pick up day to receive, inspect and sign for the requested number of meals. This individual will verify the temperature, quality and quantity of each meal service delivery/pick up. The Sponsor assures the Vendor that this individual will be trained and knowledgeable in the record keeping and meal requirements of the NSLP/SBP/SFSP [delete if not applicable] and with local health and safety codes.
4. Provide personnel to serve meals, clean the serving and eating areas, and assemble transport carts and auxiliary items for pick up by the Vendor (if applicable) no later than _____ (date and time).
5. Notify the Vendor in writing within _____ days of receipt of the next month's proposed cycle menu, of any changes, additions or deletions.

6. Provide the Vendor with a copy of 7 CFR Part 210.10 and 210.10a; the Meal Planning Option that is to be followed; and the USDA Team Nutrition Menu Planner and Food Buying Guide; and all other technical assistance materials pertaining to the food service requirements of the NSLP/SBP/SFSP [delete if not applicable]. The Sponsor will, within 24 hours of receipt from the ADE/Health & Nutrition, advise the vendor of any changes in the food service requirements.
7. Pay the Vendor by the _____ day of each month the full amount as presented on the monthly itemized invoice. Notify the Vendor within 48 hours of receipt of any discrepancy in the invoice. Pay the Vendor for all meals delivered/picked up in accordance with the agreement. **Neither the Arizona Department of Education nor USDA will assume any liability for payment of the difference between the number of meals prepared, picked up by the Sponsor or delivered by the vendor and the number of meals served by the Sponsor that are eligible for reimbursement.**
8. Order only those commodities that can be incorporated into its meals. The Sponsor shall be responsible for transferring all unused commodities at the close of the NSLP/SBP/SFSP [delete if not applicable]. The Sponsor is responsible for the fair market value of any commodity losses that may occur. The Sponsor is responsible for oversight of vendor acceptance and use of commodities.

Section 3

Other Terms of the Agreement:

1. Employment

The Vendor shall comply with all applicable Federal, State, and local laws and regulations pertaining to wages, hours, conditions of employment, and nondiscrimination in employment, 7 CFR 3016.36 (i)(3). USDA is an Equal Opportunity Provider and Employer.

2. Indemnity

- A. The Vendor shall indemnify the Sponsor against any loss of damage (including attorney's fees and costs of litigation) caused by the Vendor's negligent act or omission, theft by the Vendor's employees, or the negligent or intentional acts or omissions of the Vendor's agents or employees. The Vendor shall defend any suit against the Sponsor alleging personal injury or property damage arising out of the transportation of meals or other items to the Food Service Sites or out of the acts of the Vendor's employees, and any suit alleging personal injury, sickness, or disease arising out of the consumption of the meals delivered by the Sponsor to the Food Service Sites, and shall be liable for any damages agreed to by the parties or awarded as a result of such litigation.
- B. The Sponsor shall promptly notify the Vendor in writing of any claims against the Vendor or the Sponsor and, in the event a suit is filed, shall promptly forward to the Vendor all papers in connection therewith. The Sponsor shall not incur any expense or make any settlement without the Vendor's consent. However, if the Vendor refuses or neglects to defend any such suit, the Sponsor may defend, adjust, or settle any such claim, and the costs of such defense, adjustment, or settlement, including reasonable attorney's fees, shall be charged to the Vendor.

3. Agreement Modification; Nonperformance or Default

- A. This Agreement constitutes the entire understanding between the Vendor and the Sponsor with respect to the subject matter hereof, and there are no other written or oral understandings or agreements with respect hereto. No variation or modification of the Agreement, and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized officers of the Sponsor and the Vendor. No assignment or transfer of this Agreement may be made, in whole or in part, without the prior written consent of the Sponsor.

- B. The Sponsor may, upon written notice of default to the Vendor, terminate the whole or any part of this Agreement in any one of the following circumstances:
1. If the Vendor fails to make delivery of meals, other agreed upon items (i.e. eating utensils, supplies, storage equipment), or to perform the services within the time specified herein.
 2. If the Vendor fails to perform any of the other provisions of this Agreement in accordance with its terms and does not correct such failure within 48 hours after requested to do so.
- C. The Vendor may not subcontract any portion of this agreement.

4. Termination

This Agreement shall become effective on _____, and meals shall be provided hereunder during the period commencing on the effective date and ending on _____, and during such additional period or periods as the Vendor and the Sponsor may agree upon. However, either party may, at any time during the life of this Agreement, terminate this Agreement with respect to the receipt of meals by giving thirty (30) days notice in writing to the other party of its intention to do so. The Sponsor may terminate this Agreement upon written notice if the terms and conditions hereof are not fully complied with by the Vendor. All notices to the Sponsor shall be addressed to the Sponsor at the address listed on the signature page, and all notices to the Vendor shall be addressed to the Vendor at the address listed on the signature page.

STANDARD AGREEMENT TO PROVIDE FOOD SERVICE
BETWEEN A NSLP/SBP SPONSOR AND A FOOD SERVICE VENDOR

Signature Page

In witness whereof, the parties hereto have caused this Agreement to be signed by their duly authorized representatives the day and year just above written.

For the Sponsor:

For the Food Service Vendor:

Name and Title of Representative

Name and Title of Representative

Signature

Signature

Mailing Address, Street/PO Box

Mailing Address, Street/PO Box

Mailing Address, City, State, Zip Code

Mailing Address, City, State, Zip Code

Telephone

Telephone

Email

Email

Date

Date

Traditional Meal Pattern Lunch					
Minimum Quantities					
	Preschool		Grades K-3	Grades 4-12 ¹	Recommended Quantities Grades 7-12 ²
<i>Meal Component</i>	Ages 1-2 (Group I)	Ages 3-4 (Group II)	Age 5 & 8 (Group III)	Age 9 & over (Group IV)	Age 12 & Over (Group V)
Milk (as a beverage)	3/4 cup (6 fl. oz.)	3/4 cup (6 fl. oz.)	1/2 pint (8 fl. oz.)	1/2 pint (8 fl. oz.)	1/2 pint (8 fl. oz.)
Meat/Meat Alternate (quantity of the edible portion as served) A serving of one of the following or a combination to give an equivalent quality: Lean meat, poultry, or fish (edible portion as served) Cheese Large egg(s) Cooked dry beans or peas Peanut butter or soynut or other nut or seed butter Yogurt The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above: Peanuts or soynuts or tree nuts or seed or an equivalent quality of any combination of the above meat/meat alternate	 1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 4 oz. 1/2 oz.=50%	 1 1/2 oz. 1 1/2 oz. 3/4 3/8 cup 3 Tbsp. 6 oz. 3/4 oz.=50%	 1 1/2 oz. 1 1/2 oz. 3/4 3/8 cup 3 Tbsp. 6 oz. 3/4 oz.=50%	 2 oz. 2 oz. 1 1/2 cup 4 Tbsp. 8 oz. 1 oz.=50%	 3 oz. 3 oz. 1 1/2 3/4 cup 6 Tbsp. 12 oz. 1 1/2 oz.=50%
Vegetable/Fruit (2 different sources) 2 or more servings of vegetable or fruit or both to total	 1/2 cup	 1/2 cup	 1/2 cup	 3/4 cup	 3/4 cup
Grains/Breads ³ Must be enriched or whole grain. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products or cereal grains	 5 per week (minimum 1/2 serving per day)	 8 per week (minimum one serving per day)	 8 per week (minimum one serving per day)	 8 per week (minimum one serving per day)	 10 per week (minimum one serving per day)

¹Group IV is the one meal pattern which will satisfy all requirements if no portion size adjustments are made.

²Group V specifies recommended, not required, quantities for students 12 years and older. These students may request smaller portions, but not smaller than those specified in Group IV.

³Minimum portion sizes and revised recipe calculations for grains/breads in Appendix II.

Food Based Meal Pattern Lunch					
Minimum Quantities					
<i>Meal Component</i>	Required				Option
	Ages 1-2	Preschool	Grades K-6	Grades 7-12	Grades K-3
Milk (as a beverage)	1/4 cup (6 fl. oz.)	3/4 cup (6 fl. oz.)	1/2 pint (8 fl. oz.)	1/2 pint (8 fl. oz.)	1/2 pint (8 fl. oz.)
Meat/Meat Alternate (quantity of the edible portion as served) A serving of one of the following or a combination to give an equivalent quality: Lean meat, poultry or fish Cheese Large egg Cooked dry beans or peas Peanut butter or other nut or seed butters Yogurt The following may be used to meet no more than 50% of the requirement and must be used in combination with any of the above: Peanuts, soynuts, tree nuts or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternate	1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 4 oz. 1/2 oz.=50%	1 ½ oz. 1 ½ oz. ¾ 3/8 cup 3 Tbsp. 6 oz. 3/4 oz.=50%	2 oz. 2 oz. 1 1/2 cup 4 Tbsp. 6 oz. 1 oz.=50%	2 oz. 2 oz. 1 1/2 cup 4 Tbsp. 8 oz. 1 oz.=50%	1 1/2 oz. 1 1/2 oz. 3/4 3/8 cup 3 Tbsp. 6 oz. 3/4 oz.=50%
Vegetable/Fruit (2 different sources) 2 or more servings of vegetables or fruits or both to total	1/2 cup	1/2 cup	3/4 cup plus extra 1/2 cup over a week ¹	1 cup	3/4 cup
Grains/Breads ³ Must be enriched or whole grain. A serving is a slice of bread or an equivalent serving of biscuits, rolls, etc., or 1/2 cup of cooked rice, macaroni, noodles, other pasta products or cereal grains	5 servings per week ¹ Minimum of 1/2 per day ²	8 servings per week ¹ Minimum of 1 per day ²	12 servings per week ¹ Minimum of 1 per day ²	15 servings per week ¹ Minimum of 1 per day ²	10 servings per week ¹ Minimum of 1 per day ²

¹For the purpose of this chart, a week equals five days.

²Up to one grains/breads serving per day may be a dessert.

³Minimum portion sizes and revised recipe calculations for grains/breads

Traditional and Food Based Meal Pattern Breakfast				
Minimum Quantities				
<i>Meal Component</i>	Ages 1-2	Preschool	Grades K-12	Grades 7-12
Milk (Fluid) (As a beverage, on cereal or both)	1/2 cup	3/4 cup	8 fl. oz.	8 fl. oz.
Juice/Vegetable/Fruit Fruit and/or vegetable; or full-strength fruit juice or vegetable juice	1/4 cup	1/2 cup	1/2 cup	1/2 cup
Select <i>one</i> serving from each of the following components or <i>two</i> from one component				
Grains/Breads One of the following or an equivalent combination: Whole grain or enriched bread Whole grain or enriched biscuit/roll, muffin, etc. Whole grain or enriched or fortified cereal (if using option for grades 7-12, an additional serving of the grains/breads must be served daily)	1/2 slice 1/2 serving 1/4 cup or 1/3 oz.	1/2 slice 1/2 serving 1/3 cup or 1/2 oz.	1 slice 1 serving 3/4 cup or 1 oz.	1 slice 1 serving 3/4 cup or 1 oz.
Meat/Meat Alternate Meat, poultry or fish Cheese Large egg Cooked dry beans and peas Peanut butter or other nut or seed butters Nut and/or seeds (as listed in program guidance) ¹	1/2 oz. 1/2 1 Tbsp. 1/2 oz.	1/2 oz. 1/2 1 Tbsp. 1/2 oz.	1 oz. 1 oz. 2 Tbsp. 1 oz.	1 oz. 1 oz. 2 Tbsp. 1 oz.

¹ No more than 1 oz. of nuts and/or seeds may be served in any one meal.

NuMenus and Assisted NuMenus

Main Points

Overview

NuMenus and Assisted NuMenus are menu planning methods which are based upon the analysis of nutrients in the foods offered. Meals must be formulated to meet the required nutrition goals. The nutritional analysis is performed using a computer and USDA-approved software. The software incorporates a national nutrient database which is tailored for the National School Lunch Program and School Breakfast Program.

Nutritional Analysis

- All foods served, including condiments, are considered in the analysis.
- The nutritional analysis is based on menus averaged over a one-week period.
- Breakfast menus may be averaged with lunch menus or they may be analyzed separately.
- A weighted nutrient analysis method may be used. Weighted nutrient analysis gives more weight to the nutrients in the foods that are more frequently selected.

Required Grade/Groups.

- | | |
|------------------------|----------------|
| • Grade Groups: | • Age Groups: |
| • Preschool | • Ages 3 - 6 |
| • Grades K - 6 | • Ages 7 - 10 |
| • Grades 7 - 12 | • Ages 11 - 13 |
| • Optional group K - 3 | • Ages 14 - 17 |

Meal Requirements

- Lunch - A minimum of 3 menu items must be offered
- Entree
- Side dish
- Milk
- Breakfast - A minimum of 3 menu items must be offered
- Only milk is specified
- Any two other items

Contents of Snacks for After School Care Programs

Snacks served under this provision must meet the following meal pattern requirements for snacks.

Snack (supplement) for children	Ages 1 and 2	Ages 3 through 5	Ages 6 through 18
Snack: (select 2 of these 4 components)			
1. Milk, fluid	½ cup	½ cup	1 cup
2. Vegetable, fruit, or 100% full-strength juice***	½ cup	½ cup	¾ cup
3. Grains/Breads (whole grain or enriched):			
Bread	½ slice	½ slice	1 slice
or cornbread, rolls, muffins, or biscuits	½ serving	½ serving	1 serving
or cold dry cereal (volume or weight, whichever is less)	¼ cup or ⅓ oz	⅓ cup or ½ oz	¾ cup or 1 oz
or cooked cereal, pasta, noodle products, or cereal grains	¼ cup	¼ cup	½ cup
4. Meat or meat alternates:			
Lean meat, fish or poultry (edible portion as served)	½ oz	½ oz	1 oz
or cheese*	½ oz	½ oz	1 oz
or egg or yogurt	½ egg or ¼ c	½ egg or ¼ c	1 egg or ½ c
or cooked dry beans or peas**	⅛ cup	⅛ cup	¼ cup
or peanut butter, soy nut butter or other nut or seed butters	1 Tbsp	1 Tbsp	2 Tbsps
or peanuts, soy nuts, tree nuts or seeds	½ oz	½ oz	1 oz
or an equivalent quantity of any combination of the above meat/meat alternates			

* Natural or Processed only.

** In the same meal service, dried beans or dried peas may be used as a meat alternate **or** as a vegetable; however, such use does **not** satisfy the requirement for both components.

*** Juice may not be served when milk is served as the other component.

We recommend that schools offer larger portions for older children (ages 13-18) based on their greater food energy requirements.

21-DAY BREAKFAST MENU

Monday	Tuesday	Wednesday	Thursday	Friday
Rice Krispy Cereal Cheese Toast Fresh Banana Apple Juice Milk – 1% Lowfat	Blueberry Muffin Applesauce w/ Cinnamon Raisins Grape Juice Milk – 1% Lowfat	Cheerios Whole Wheat Toast w/ Peanut Butter Fresh Grapes Orange Juice Milk – 1% Lowfat	Pancakes w/ Syrup Sausage Links Apple Juice Milk – 1% Lowfat	Cinnamon-Raisin Biscuit Orange Smiles Grape Juice Jelly Milk – 1% Lowfat
Jumbo Waffle (2) w/Syrup Fresh Banana Grape Juice Milk – 1% Lowfat	Frosted Mini Wheat Cereal Cheese Toast Pineapple Chunks Orange Juice Milk – 1% Lowfat	Oatmeal w/ Cinnamon Whole Wheat Toast & Jelly Raisins Grape Juice Milk – 1% Lowfat	Breakfast Burrito w/ Salsa Fresh Grapes Apple Juice Milk – 1% Lowfat	Cheerios Whole Wheat Toast w/ Peanut Butter <u>Fresh Banana</u> Orange Juice Milk – 1% Lowfat
Honey Nut Cheerios Muffin Squares Orange Smiles <u>Apple Juice</u> Milk – 1% Lowfat	Baked French Toast Strips w/ Syrup Peaches Grape Juice Milk – 1% Lowfat	Bagel w/ Melted Cheese Fresh Grapes Orange Juice Milk – 1% Lowfat	Yogurt w/ Granola Fresh Apple Slices <u>Grape Juice</u> Milk – 1% Lowfat	Ham & Egg Breakfast Burrito w/ Salsa Hash Browns Orange Smiles Apple Juice Milk – 1% Lowfat
Sausage & Biscuit Orange Smiles Apple Juice Milk – 1% Lowfat	Cornflakes Cereal Whole Wheat Toast & Jelly Banana Grape Juice Milk – 1% Lowfat	Jumbo Waffle (2) w/Syrup <u>Pineapple Chunks</u> <u>Orange Juice</u> Milk – 1% Lowfat	Pancakes (2) w/Syrup <u>Fresh Apple Slices</u> Grape Juice Milk – 1% Lowfat	Golden Grahams Cereal Whole Wheat Toast & Jelly Canned Peaches <u>Apple Juice</u> Milk – 1% Lowfat
Rice Krispy Cereal Cheese Toast Grapes <u>Orange Juice</u> Milk – 1% Lowfat				

21-Day Breakfast Menu Week 1

Day	Menu	Portions	USDA Recipe Number
Monday	Rice Krispy Cereal Cheese Toast Fresh Banana Apple Juice Milk – 1% Lowfat	$\frac{3}{4}$ cup 1 slice whole wheat bread 1 oz mozzarella, part skim 1 each 4 fl oz half pint	
Tuesday	Blueberry Muffin Applesauce w/ Cinnamon Raisins Grape Juice Milk – 1% Lowfat	3.6 oz (2 bread servings) $\frac{1}{2}$ cup 1 tsp. $\frac{1}{4}$ cup 4 fl oz half pint	
Wednesday	Cheerios Whole Wheat Toast w/ Peanut Butter Fresh Grapes Orange Juice Milk – 1% Lowfat	$\frac{3}{4}$ cup 1 slice 1 oz $\frac{1}{2}$ cup 4 fl oz half pint	
Thursday	Pancakes* w/ Syrup Sausage Links Apple Juice Milk – 1% Lowfat	2 each 1 oz 1 oz 4 fl oz half pint	B-13
Friday	Cinnamon-Raisin Biscuit Orange Smiles (Slices) Grape Juice Jelly Milk – 1% Lowfat	2 oz $\frac{1}{2}$ orange each 4 fl oz 1 Tbsp. half pint	

21-Day Breakfast Menu Week 2

Day	Menu	Portions	USDA Recipe Number
Monday	Jumbo Waffle (2) w/Syrup Fresh Banana Grape Juice Milk – 1% Lowfat	1.25 oz each, 2.5 oz total 2 oz 1 each 4 fl oz half pint	
Tuesday	Frosted Mini Wheat Cereal Cheese Toast Pineapple Chunks Orange Juice Milk – 1% Lowfat	$\frac{3}{4}$ cup 1 slice whole-wheat bread 1 oz cheddar, red-fat $\frac{1}{2}$ cup 4 fl oz half pint	
Wednesday	Oatmeal w/Cinnamon Whole Wheat Toast & Jelly Raisins Grape Juice Milk – 1% Lowfat	$\frac{1}{2}$ cup 1 tsp. 1 slice 1 Tbsp. $\frac{1}{4}$ cup 4 fl oz half pint	
Thursday	Breakfast Burrito* w/ Salsa Fresh Grapes Apple Juice Milk – 1% Lowfat	1 burrito 1 oz $\frac{1}{4}$ cup 4 fl oz half pint	J-2
Friday	Cheerios Whole Wheat Toast w/ Peanut Butter <u>Fresh Banana</u> Orange Juice Milk – 1% Lowfat	$\frac{3}{4}$ cup 1 slice 1 oz 1 each 4 fl oz half pint	

21-Day Breakfast Menu Week 3

Day	Menu	Portions	USDA Recipe Number
Monday	Honey Nut Cheerios Muffin Squares* Orange Smiles (Slices) Apple Juice Milk – 1% Lowfat	$\frac{3}{4}$ cup 1 each $\frac{1}{2}$ orange each 4 fl oz half pint	B-12
Tuesday	Baked French Toast Strips* w/ Syrup Peaches Grape Juice Milk – 1% Lowfat	2 pieces 1 oz $\frac{1}{2}$ cup 4 fl oz half pint	J-3
Wednesday	Bagel w/ Melted Cheese Fresh Grapes Orange Juice Milk – 1% Lowfat	1 serving (25 grams) 1 oz cheddar, red-fat $\frac{1}{2}$ cup 4 fl oz half pint	
Thursday	Yogurt w/ Granola* Fresh Apple Slices Grape Juice Milk – 1% Lowfat	8 oz $\frac{1}{4}$ cup $\frac{1}{2}$ apple each 4 fl oz half pint	J-1
Friday	Ham & Egg Breakfast Burrito* w/ Salsa Hash Browns Orange Smiles (Slices) Apple Juice Milk – 1% Lowfat	1 burrito 1 oz $\frac{1}{4}$ cup $\frac{1}{2}$ orange each 4 fl oz half pint	

21-Day Breakfast Menu Week 4

Day	Menu	Portions	USDA Recipe Number
Monday	Sausage & Biscuit* Orange Smiles (Slices) Apple Juice Milk – 1% Lowfat	1 oz 1 each ½ orange each 4 fl oz half pint	B-4
Tuesday	Cornflakes Cereal Whole Wheat Toast & Jelly Banana Grape Juice Milk – 1% Lowfat	¾ cup 1 slice 1 Tbsp. 1 each 4 fl oz half pint	
Wednesday	Jumbo Waffle (2) w/Syrup <u>Pineapple Chunks</u> <u>Orange Juice</u> Milk – 1% Lowfat	1.25 oz each, 2.5 oz total 2 oz ½ cup 4 fl oz half pint	
Thursday	Pancakes (2) w/Syrup <u>Fresh Apple Slices</u> Grape Juice Milk – 1% Lowfat	2 each 1 oz ½ apple each 4 fl oz half pint	B-13
Friday	Golden Grahams Cereal Whole Wheat Toast & Jelly Canned Peaches <u>Apple Juice</u> Milk – 1% Lowfat	¾ cup 1 slice 1 Tbsp. ½ cup 4 fl oz half pint	

21-Day Breakfast Menu Week 5

Day	Menu	Portions	USDA Recipe Number
Monday	Rice Krispy Cereal Cheese Toast Grapes Orange Juice Milk – 1% Lowfat	$\frac{3}{4}$ cup 1 slice whole wheat bread 1 oz cheddar cheese, red-fat $\frac{1}{2}$ cup 4 fl oz half pint	
Tuesday			
Wednesday			
Thursday			
Friday			

21-DAY LUNCH MENU

Monday	Tuesday	Wednesday	Thursday	Friday
Chicken Pattie on a Bun Lettuce & Tomato Mustard Carrot & Celery Sticks Canned Pears Milk 1% Chocolate 1% Lowfat	Nachos with Ground Beef Shredded Lettuce & Diced Tomato Salsa Mixed Vegetables Corn Muffin Milk 1% Chocolate 1% Lowfat	Spaghetti with Marinara Hot Cheese Bread Tossed Salad w/ Ranch Fruit Cocktail Chocoleana Cake Milk 1% Chocolate 1% Lowfat	Pinto Beans w/ Shredded Cheese Tortilla Chips & Salsa Corn Muffin Fresh Grapes Milk 1% Chocolate 1% Lowfat	Hamburger on a Bun Lettuce & Tomato Ketchup & Mustard Mexicali Corn Fresh Apple Slices Royal Brownie Milk 1% Chocolate 1% Lowfat
Chicken Tomato Bake Peas & Carrots Fresh Orange Slices Chocolate Chip Cookie Milk 1% Chocolate 1% Lowfat	Corn Dog Carrot & Celery Sticks Fresh Grapes Royal Brownie Milk 1% Chocolate 1% Lowfat	Beef Taco Salsa Refried Beans Spanish Rice Canned Peaches Milk 1% Chocolate 1% Lowfat	Grilled Cheese Sandwich Tossed Salad w/ Ranch Chilled Applesauce Marinated Black Bean Salad Milk 1% Chocolate 1% Lowfat	Chicken Nuggets w/ BBQ Sauce Breadsticks Oven Baked French Fries Pineapple Chunks Ketchup Milk 1% Chocolate 1% Lowfat
Hamburger on a Bun Lettuce & Tomato Ketchup & Mustard Oven Baked French Fries Fresh Apple Slices Peach Cobbler Milk 1% Chocolate 1% Lowfat	Beef Tostada Refried Beans Spanish Rice Fresh Oranges Slices Milk 1% Chocolate 1% Lowfat	Chicken Nuggets w/ BBQ Sauce Fresh Wheat Roll Carrot Sticks Canned Pears Milk 1% Chocolate 1% Lowfat	Cheese Pizza Tossed Salad w/ Ranch Fresh Grapes Breadsticks Milk 1% Chocolate 1% Lowfat	Macaroni and Cheese Tossed Salad w/ Ranch Fruit Cocktail Blueberry Muffin Milk 1% Chocolate 1% Lowfat
Spaghetti with Meat Sauce Hot Garlic Bread Green Beans Chocoleana Cake Milk 1% Chocolate 1% Lowfat	Bar B Que Beef on a Roll Corn Mashed Potatoes Peach Cobbler Milk 1% Chocolate 1% Lowfat	Chicken Pattie on a Bun Lettuce & Tomato Mustard and Green Bean Casserole Fresh Orange Slices Milk 1% Chocolate 1% Lowfat	Chili Mac Tossed Salad w/ Ranch Fresh Baked Potato Crackers Milk 1% Chocolate 1% Lowfat	Bean Burrito Mixed Vegetables Pineapple Chunks Chocolate Chip Cookies Milk 1% Chocolate 1% Lowfat
Chicken Tetrizzini Breadsticks, Green Beans Fresh Apple, Peach Cobbler Milk, 1% Chocolate 1% Lowfat				

21-Day Lunch Menu Week 1

Day	Menu	Portions	USDA Recipe Number
Monday	Chicken Pattie Hamburger Bun Lettuce & Tomato Mustard Carrot & Celery Sticks Canned Pears Milk 1% Chocolate 1% Lowfat	2 oz cooked meat 1 bread serving (25 grams) 1 leaf, 2 slice 1 packet ¼ cup each, ½ cup total ½ cup half pint	
Tuesday	Nachos with Ground Beef* Shredded Lettuce Diced Tomato Salsa Mixed Vegetables Corn Muffin Milk 1% Chocolate 1% Lowfat	1 serving (2 oz cooked meat, 1 bread serving) ¼ cup ¼ cup 2 oz ½ cup 1 ½ oz half pint	D-28
Wednesday	Spaghetti Noodles Marinara, spaghetti sauce Hot Cheese Bread Tossed Salad w/ Ranch* Fruit Cocktail Chocoleana Cake* Milk 1% Chocolate 1% Lowfat	2 oz noodles 1 ¼ oz sauce 1 slice garlic bread 1 oz cheddar, red-fat 1 oz mozzarella, part skim ½ cup 1 Tbsp. ¼ cup 1 serving half pint	E-19 C-31
Thursday	Pinto Beans w/ Shredded Cheese Tortilla Chips & Salsa Corn Muffin Fresh Grapes Milk 1% Chocolate 1% Lowfat	½ cup 1 oz cheddar, red-fat 1 oz 2 oz 1 ½ oz ¼ cup half pint	
Friday	Hamburger Patty Hamburger Bun Lettuce & Tomato Ketchup & Mustard Mexicali Corn* Fresh Apple Slices Royal Brownie* Milk 1% Chocolate 1% Lowfat	2 oz cooked meat 1 bread serving (25 grams) 1 leaf, 2 slices 1 packet each ½ cup ½ apple each 1 piece half pint	I-12 C-21

21-Day Lunch Menu Week 2

Day	Menu	Portions	USDA Recipe Number
Monday	Chicken Tomato Bake* Peas & Carrots Fresh Orange Slices Chocolate Chip Cookies* Milk 1% Chocolate 1% Lowfat	2 cup (2 meat servings, ½ cup vegetable, 2 bread servings) ¼ cup ¼ orange each 1 cookie half pint	D-41 C-9
Tuesday	Corn Dog Carrot & Celery Sticks Fresh Grapes Royal Brownie* Milk 1% Chocolate 1% Lowfat	1 each (2 meat servings, 1 bread serving) ¼ cup each, ½ cup total ½ cup 1 piece half pint	C-21
Wednesday	Beef Taco* Salsa Refried Beans Spanish Rice* Canned Peaches Milk 1% Chocolate 1% Lowfat	2 each (2 oz cooked meat, ½ cup vegetable, 1 bread) 2 oz ¼ cup ½ cup ½ cup half pint	D-13 B-17
Thursday	Grilled Cheese Sandwich Tossed Salad w/ Ranch* Chilled Applesauce Marinated Black Bean Salad* Milk 1% Chocolate 1% Lowfat	2 slices white/wheat bread 2 oz American cheese ½ cup 1 Tbsp. ½ cup ½ cup half pint	E-19 E-21
Friday	Chicken Nuggets w/ BBQ Sauce* Breadsticks Oven Baked French Fries Pineapple Chunks Ketchup Milk 1% Chocolate 1% Lowfat	5 nuggets each 1 fl oz 1 each 1 oz ½ cup 1 packet half pint	G-2

21-Day Lunch Menu Week 3

Day	Menu	Portions	USDA Recipe Number
Monday	Hamburger Patty Hamburger Bun Lettuce/Tomato Ketchup & Mustard Oven Baked French Fries Fresh Apple Slices Peach Cobbler* Milk 1% Chocolate 1% Lowfat	2 oz cooked meat 1 bread serving (25 grams) 1 leaf, 2 slices 1 packet each 1 oz ½ apple each 1 serving half pint	C-13
Tuesday	Beef Tostada* Refried Beans Spanish Rice* Fresh Oranges Slices Milk 1% Chocolate 1% Lowfat	2 each ¼ cup ½ cup ½ orange each half pint	D-13 B-17
Wednesday	Chicken Nuggets w/ BBQ Sauce* Fresh Wheat Roll* Carrot Sticks Canned Pears Milk 1% Chocolate 1% Lowfat	5 nuggets each 1 fl oz 2 oz ½ cup ½ cup half pint	G-2 B-16c
Thursday	Cheese Pizza* Tossed Salad w/ Ranch* Fresh Grapes Breadsticks Milk 1% Chocolate 1% Lowfat	1 serving (2 meat servings, ¼ cup vegetable, 1 bread serving) ½ cup 1 Tbsp. ¼ cup 1 each half pint	D-30
Friday	Macaroni and Cheese* Tossed Salad w/ Ranch* Fruit Cocktail Blueberry Muffin Milk 1% Chocolate 1% Lowfat	16 oz (2 meat servings, 2 bread servings) ½ cup 1 Tbsp. ½ cup 1.8 oz (1 bread serving) half pint	D-51 E-19

21-Day Lunch Menu Week 4

Day	Menu	Portions	USDA Recipe Number
Monday	Spaghetti with Meat Sauce* Hot Garlic Bread Green Beans Chocoleana Cake* Milk 1% Chocolate 1% Lowfat	$\frac{3}{4}$ cup (2 oz cooked meat, $\frac{3}{8}$ vegetable, 1 bread serving) 1 bread serving (25 grams) $\frac{1}{2}$ cup 1 serving half pint	D-35 C-31
Tuesday	Bar B Que Beef on a Roll* Corn Mashed Potatoes Peach Cobbler* Milk 1% Chocolate 1% Lowfat	1 each (2 oz cooked meat, $\frac{1}{2}$ cup vegetable, 2 bread servings) $\frac{1}{4}$ cup $\frac{1}{2}$ cup 1 serving half pint	F-2 C-13
Wednesday	Chicken Pattie Hamburger Bun Lettuce & Tomato Mustard n and Green Bean Casserole* Fresh Orange Slices Milk 1% Chocolate 1% Lowfat	2 oz cooked meat 1 bread serving (25 grams) 1 leaf, 2 slice 1 packet $\frac{1}{2}$ cup $\frac{1}{4}$ orange each half pint	I-19
Thursday	Chili Mac* Tossed Salad w/ Ranch* Fresh Baked Potato Crackers, Saltine Milk 1% Chocolate 1% Lowfat	8 oz (2 oz cooked meat, 1 bread serving) $\frac{1}{2}$ cup 1 Tbsp. 1 each 1 bread serving (20 grams) half pint	D-20 E-19
Friday	Bean Burrito* Mixed Vegetables Pineapple Chunks Chocolate Chip Cookies* Milk 1% Chocolate 1% Lowfat	1 each $\frac{1}{2}$ cup $\frac{1}{4}$ cup 1 each half pint	D-12a C-9

21-Day Lunch Menu Week 5

Day	Menu	Portions	USDA Recipe Number
Monday	Chicken Tetrazzini* Breadsticks Green Beans Fresh Apple Peach Cobbler* Milk 1% Chocolate 1% Lowfat	6 oz (2 cooked meat, 1/8 vegetable, 1 bread serving) 1 each ½ cup 1 small apple 1 serving half pint	D-42 C-13
Tuesday			
Wednesday			
Thursday			
Friday			